

Exhibit B  
Budget Detail and Payment Provisions

## Exhibit B – Sample

**1. Invoicing and Payment**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the budget(s) attached hereto.
- B. Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

Mailing Address

Pam Saunders  
Department of Health Services  
Cancer Detection Section  
MS-7203  
P.O. Box 997413  
1616 Capitol Avenue, Suite 74.421  
Sacramento, CA 95899-7413

Courier Address

Pam Saunders  
Department of Health Services  
Cancer Detection Section  
MS-7203  
1616 Capitol Avenue, Suite 74.421  
Sacramento, CA 94814-5052

The State, at its discretion, may designate an alternate invoice submission address. A change in the invoice address shall be accomplished via a written notice to the Contractor by the State and shall not require an amendment to this agreement.

## C. Invoices shall:

- 1) Be prepared on company letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent actual expenses for the service performed under this contract.
- 2) Bear the Contractor's name as shown on the agreement.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize allowable costs for the billing period in the same or greater level of detail as indicated in this agreement. Subject to the terms of this agreement, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable in this agreement and approved by DHS.

Programs are warned that contractor invoices must reflect expense detail equal to that shown in a budget attachment or the rates payable section of this exhibit.

Example #1: If the Personnel Expense line item or cost category in the budget identifies staff by position, % of FTE, and salary rate, the invoice must reflect an equal level of detail.

Example #2: If the budget merely reflects a line item name or cost category with a projected amount, the invoice may display the same limited detail (i.e., an invoice may show Personnel Expenses and the amount). It is acceptable for an invoice to reflect more detail such as position titles and salary amounts but not less detail than shown where the allowable costs are listed (i.e., Exhibit B, Attachment \_ or Exhibit B - Rates Payable).

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Payment allowability issues may arise when: (a) specific expenses appear on an invoice and those items are not listed in the contract budget or cannot be linked to a specific allowable line item or cost category, or (b) invoiced expenses cannot reasonably be linked to activities outlined in a Scope of Work.

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**4. Amounts Payable**

- A. The amounts payable under this agreement shall not exceed:
  - 1) \$620,000 for the budget period of 7/1/05 through 6/30/06.
  - 2) \$620,000 for the budget period of 7/1/06 through 6/30/07.
  - 3) \$620,000 for the budget period of 7/1/07 through 6/30/08.
  - 4) \$620,000 for the budget period of 7/1/08 through 6/30/09.
  - 5) \$620,000 for the budget period of 7/1/09 through 6/30/10.
- B. Reimbursement shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are performed and/or goods are received.

**5. Timely Submission of Final Invoice**

- A. A final undisputed invoice shall be submitted for payment no more than ninety (90) calendar days following the expiration or termination date of this agreement, unless a later or alternate deadline is agreed to in writing by the program contract manager. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of the State under this agreement have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written State approval of an alternate final invoice submission deadline. Written State approval shall be sought from the program contract manager prior to the expiration or termination date of this agreement.

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- C. The Contractor is hereby advised of its obligation to submit, with the final invoice, a **“Contractor’s Release (Exhibit C)”** acknowledging submission of the final invoice to the State and certifying the approximate percentage amount, if any, of recycled products used in performance of this agreement.

**6. Allowable Line Item Shifts**

1. Subject to the prior review and approval of the State, line item shifts of up to 10% of the annual contract total, not to exceed a maximum of \$50,000 annually are allowed, so long as the annual agreement total neither increases nor decreases.
2. Line item shifts meeting this criteria shall not require a formal agreement amendment.
3. The Contractor shall adhere to State requirements regarding the process to follow in requesting approval to make line item shifts.
4. Line item shifts may be proposed/requested by either the State or the Contractor.

**7. Expense Allowability / Fiscal Documentation**

- A. Invoices, received from a Contractor and accepted and/or submitted for payment by the State, shall not be deemed evidence of allowable agreement costs.
- B. Contractor shall maintain for review and audit and supply to DHS upon request, adequate documentation of all expenses claimed pursuant to this agreement to permit a determination of expense allowability.
- C. If the allowability or appropriateness of an expense cannot be determined by the State because invoice detail, fiscal records, or backup documentation is nonexistent or inadequate according to generally accepted accounting principles or practices, all questionable costs may be disallowed and payment may be withheld by the State. Upon receipt of adequate documentation supporting a disallowed or questionable expense, reimbursement may resume for the amount substantiated and deemed allowable.
- D. If travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. For more information on allowable travel and per diem expenses and required documentation, see Exhibit E entitled, “Travel Reimbursement Information”.
- E. Costs and/or expenses deemed unallowable are subject to recovery by DHS. See provision #8 in this exhibit entitled, “Recovery of Overpayments” for more information.

**8. Recovery of Overpayments**

- A. Contractor agrees that claims based upon a contractual agreement or an audit finding and/or an audit finding that is appealed and upheld, will be recovered by the State and/or Federal Government by one of the following options:
  - 1) Contractor’s remittance to the State of the full amount of the audit exception within 30 days following the State’s request for repayment;
  - 2) A repayment schedule which is agreeable to both the State and the Contractor.

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- B. The State reserves the right to select which option will be employed and the Contractor will be notified by the State in writing of the claim procedure to be utilized.
- C. Interest on the unpaid balance of the audit finding or debt will accrue at a rate equal to the monthly average of the rate received on investments in the Pooled Money Investment Fund commencing on the date that an audit or examination finding is mailed to the Contractor, beginning 30 days after Contractor's receipt of the State's demand for repayment.
- D. If the Contractor has filed a valid appeal regarding the report of audit findings, recovery of the overpayments will be deferred until a final administrative decision on the appeal has been reached. If the Contractor loses the final administrative appeal, Contractor shall repay, to the State, the over-claimed or disallowed expenses, plus accrued interest. Interest accrues from the Contractor's first receipt of State's notice requesting reimbursement of questioned audit costs or disallowed expenses.